

# Regional Regranting Services Program

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# PROGRAM GUIDELINES



**FY 2007**

## **Regional Regranting Services Program**

### ***Introduction***

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The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Department of History, Arts & Libraries, serves to encourage, develop and facilitate an enriched environment of artistic, creative, cultural activity in Michigan. Through a comprehensive program of services and matching grants, MCACA:

- Demonstrates the importance of arts and culture in daily living
- Provides broad public access to arts and cultural activities
- Supports arts and culture as a catalyst for community revitalization and economic development
- Strengthens arts education
- Supports those who create, present or produce quality arts and cultural projects
- Encourages innovation
- Celebrates diversity
- Facilitates delivery of arts and cultural resources statewide
- Enhances the state's quality of life

#### **Other MCACA Programs**

**Anchor Organizations**  
**Arts and Learning**  
**Arts Projects**  
**Capital Improvements**  
**Cultural & History Projects**  
**Local Arts Agencies & Services**  
**Partnerships**  
**Regional Regranting**  
**Rural Arts & Culture**

This booklet contains the information and forms for qualified organizations to use in applying for funding in the Regional Regranting Services Program.

Funding through this program supports, in part, the activities involved in servicing of the Regional Regranting Program, between Oct. 1, 2006 and Sept. 30, 2007.

The Council's Regional Regranting program utilizes a network of nonprofit organizations to distribute small arts and cultural projects grants (Minigrants). Each organization, or Regional Regranting agency, operates within its own identified service area composed of one or more counties.

**Note: The funding cycle for the Regional Regranting Services Program is being extended through FY 2007 . See page 12 (Review & Evaluation) for more information on the program cycle.**

Please refer to the MCACA publication "General Guidelines" for more detailed information as to grantee requirements, general eligibility information, MCACA contacts and other program information.

Thank you for your interest in applying in MCACA's Regional Regranting Program. It is through the efforts of organizations such as yours that the MCACA commitment to foster innovation, preservation, conservation, creativity and excellence in the state of Michigan can come to fruition.

For more information contact Council staff at (517) 241-4011. For people who are deaf or hard of hearing, Council staff may be reached by TTY at (517) 373-1592.

# Regional Regranting Services Program *at a Glance*

**This program is intended to support the regranting of Council funding, through services provided by Regional Regranters, to non-profit organizations through Minigrants.**

## To be Eligible...

- √ Applicants must be incorporated, tax exempt organizations.
- √ Applicant organizations must be based in the MCACA region which they are applying to serve.
- √ Applicants with unmet obligations on prior grants (late and/or incomplete reports) *may not* apply. (Please contact MCACA staff if you are concerned about a prior grant's status.)

## Funding Basics...

- √ Grant amounts may not exceed one-half of the cost of servicing the Regional Regranting program in the region.
- √ A 1:1 match of grant funds, including cash and/or inkind, is required.
- √ Funded projects must be completed within the MCACA Fiscal Year, 10/1/2006 - 9/30/2007.
- √ Applicants may apply to more than one Council program. However, the Council reserves the right to limit the number of grant awards to any one applicant.

## Deadline...

- √ Mailed applications must be Postmarked no later than June 1, 2006. Hand delivered applications must be in MCACA offices by June 1, 2006 at 4:00 p.m.
- Late applications will NOT be accepted or reviewed.**

- √ Metered mail IS NOT acceptable.

- √ A non-refundable application fee of \$300 or 3% of the combined total of the services funding plus the regranting award, whichever is less, is required. This fee is subject to legislative change at any time.

Send your completed application to:

**MCACA  
Regional Regranting Program  
702 West Kalamazoo  
P.O. Box 30706  
Lansing, MI 48909-8206**

# Program Description

## *Eligibility*

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local units of government, meet this criteria.) Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant whose application is pending, fails to meet MCACA requirements on a current contract, that pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following the review process and Council approval on a future application, the newly approved grant will be rescinded.

Auxiliary support organizations (i.e., “Friends of XYZ”) may not apply in this grant category.

State of Michigan agencies, divisions, and/or departments are not eligible to apply for or receive funding from the Michigan Council for Arts and Cultural Affairs.

### NOTICE

The Council will not support general operating costs or projects and activities which are within the primary instructional and services responsibilities of a College or University, or are limited to the College or University faculty, staff and students. With their application for funding, Colleges and Universities must provide:

- 1) Documentation of a demonstrated benefit to the community at large
- 2) Provide documentation of community involvement in the planning/implementation of the project
- 3) Include letters of support from community organizations

## MCACA Regranting Regions

Applicant organizations must be based in the MCACA region that they are applying to serve. The regions identified by Council for the purpose of the Regional Regranting Program are:

### **Region 1 - City of Detroit**

Wayne

### **Region 2 - Oakland County Ofc. of Arts Cult. & Film**

Oakland

### **Region 3 - The Art Center**

Macomb                      St. Clair

### **Region 4 - Ann Arbor Council for Community Excellence**

Livingston                  Monroe                      Washtenaw

### **Region 5 - Greater Flint Arts Council**

Genesee                      Lapeer

### **Region 6 - Arts Council of Greater Lansing**

Clinton                      Eaton                      Ingham  
Shiawassee

### **Region 7 - Northeast Michigan Arts Council**

Arenac                      Bay                              Midland  
Saginaw

### **Region 8 - Arts Council of Greater Grand Rapids**

Ionia                              Lake                              Montcalm  
Kent                              Mecosta                              Newaygo  
Osceola

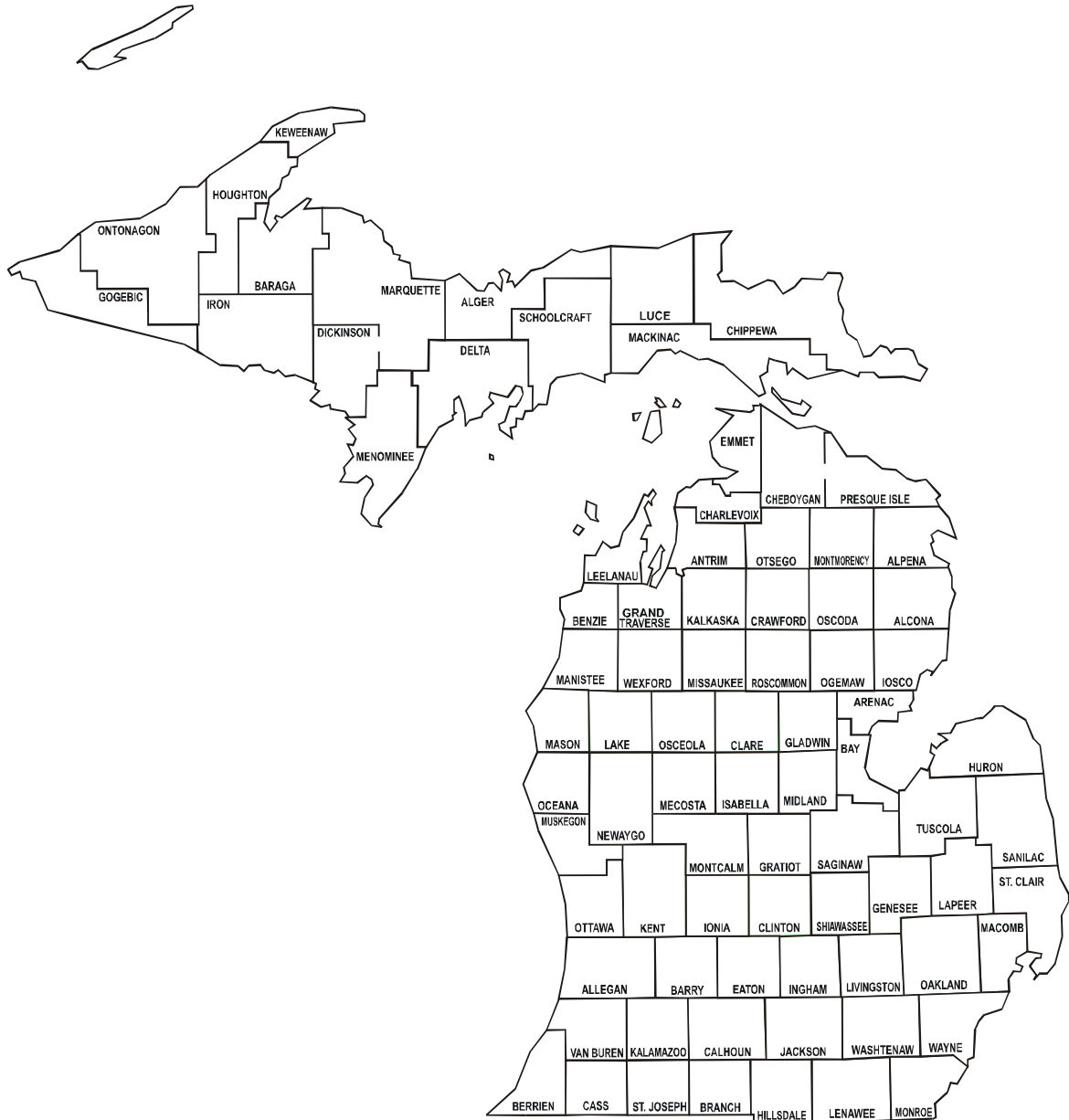
### **Region 9 - Cheboygan Area Arts Council**

Alpena                              Charlevoix                              Cheboygan  
Emmet                              Montmorency                              Otsego  
Presque Isle

### **Region 10 - Traverse City Arts Council**

Antrim                              Kalkaska                              Missaukee  
Benzie                              Leelanau                              Wexford  
Grand Traverse                      Manistee

# MCACA Regranting Regions



## **Region 11 - Eastern U.P. Planning Commission**

Chippewa      Luce      Mackinac

## **Region 12 - Central U.P. Planning Commission**

Alger      Dickinson      Menominee  
Delta      Marquette      Schoolcraft

## **Region 13 - Copper Country Community Arts Council**

Baraga      Houghton      Keweenaw  
Gogebic      Iron      Ontonagon

## **Region 14 - Holland Area Arts Council**

Allegan      Mason      Muskegon  
Oceana      Ottawa

## **Region 15 - Arts Council of Greater Kalamazoo**

Barry      Cass      St. Joseph  
Berrien      Kalamazoo      VanBuren

## **Region 16 - United Arts Cncl. of Calhoun County**

Branch      Hillsdale      Lenawee  
Calhoun      Jackson

## **Region 17- Huron County Economic Development Corp.**

Huron      Sanilac      Tuscola

## **Region 18- Art Reach of Mid Michigan**

Clare      Gladwin      Gratiot  
Isabella

## **Region 19- Kirtland Community College Foundation**

Alcona      Crawford      Iosco  
Ogemaw      Oscoda      Roscommon

# Program Description

## *Program Goals*

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This program is designed to reflect and sustain diverse cultural expression, foster greater understanding of the arts, and preserve our cultural heritage. It is the Council's expectation that projects funded through the Regional Regranting program will:

- ^ Foster the highest artistic achievement and creativity, promote excellence and advance the contemporary and traditional arts in communities throughout Michigan
- ^ Make a broad range of the finest arts and cultural activities available to audiences in communities throughout Michigan
- ^ Support activities which create greater understanding and appreciation of the importance of the arts and culture and foster an awareness of their aesthetic, economic, cultural, and social relevance
- ^ Promote the career development of Michigan artists and assist them in the production of their work
- ^ Promote the development of business skills for artists and the management capabilities of community arts producing and presenting organizations
- ^ Reach new audiences; spur local economies; increase audience access, diversity, size or participation in the arts; market and promote the arts
- ^ Foster collaborations and partnerships between arts organizations, local governments, business and community leaders.

## *Supported Projects*

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The Regional Regranting Services Grant Program is intended to support the above-stated goals of the Council in each region of the state. The Regional Regranting Program:

- decentralizes grants administration and maximizes service delivery efficiency through partnerships;
- facilitates equitable geographic distribution of grant funding;
- provides access to quality arts and cultural activities from broad, diverse, and new audiences;
- furthers the involvement of underserved populations in arts and cultural activities;
- develops leadership at the local level and creates a network of knowledgeable grants administrators;
- develops local interest in and support of meaningful arts and cultural involvement;
- provides local determination in the grants-making process;
- provides simplified and often initial access to Council funding.

## *Project Functions*

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The Council contracts with Regional Regranting agencies to administer this program. Agencies are responsible for the implementation of all aspects of the program in their respective regions, and participating with MCACA.

Functions include:

- management of Council funding;
- proactive cultivation of applications from all geographic and demographic areas of the region;
- promotion and information dissemination;
- distribution of Minigrant applications;
- conducting grant workshops;
- providing individual grant assistance consultancies (technical assistance);
- recruitment and orientation of panel review members;
- application review and facilitation of panel meetings;
- applicant notification, funding plan development, contracting, and final reporting;
- evaluation of funding activities;
- planning and record-keeping;
- all reporting to the Council;
- administrative participation in the program, including attending meetings with MCACA staff and others in the Regional Regranting Program.

# Program Description

## *Accountability*

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Accountability to Council includes:

- evidence of appropriate subgrantee contracts which adequately describe awardees' obligations to implement their Minigrant projects as approved by panel reviewers; credit of Council support; and report on their projects;
- suitable contracting and payment processes;
- sound evaluation of funded activities;
- accurate, complete and timely reporting to Council; and
- Regranters' performance of regional regranting services for their region, in the program.

## *Reporting*

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Regranters receive their regranting funds in incremental payments, one payment for each of the two annual minigrant rounds. To receive payment, regranters must provide the following for each minigrant round:

- a minigrant funding plan for the round (with both funded and not funded projects listed);
- the names and titles or briefly stated qualifications of the minigrant panel reviewers; and
- copies of all minigrant application forms (funded and not funded) submitted for the round.

After these materials are received in the Council's offices, a check is prepared in the amount of the total subgrantee minigrant awards listed in the round's funding plan, and is mailed to the regranter. Regranters must have received all of their subgrantees' minigrant final reports within 30 days of projects' completion, no later than October 31, 2007.

All regranting/distributing of funds for fiscal year 2007 must be completed by September 30, 2007 (no Council funding expended and no grant match accrued between 10/1/07 and 10/31/07). By November 30, 2007 each Regranter must provide their agency's regranting final report which should include accomplishments and outcomes; workshop attendance/participation numbers; final budget; numbers of adults and children who benefitted from projects funded by minigrants made to their subgrantees; number of employees and new hires. Other items covered in the report include:

- information on program administration and statistics; a minigrant funding plan for the entire year with descriptions of minigrant projects; and an administrative financial report
- all Applicant minigrant files for the year
- all subgrantees' minigrant final reports for the year

Recipients of more than \$100,000 (in their Regranting award) must also submit an Interim Report. This report shall include number of individuals who benefitted from the minigrants made to subgrantees; revenues and expenditures; matching information; and narrative summary.

# Program Funding & Match

## ***Funding Levels and Uses***

The Council has not acted on funding allocations for the Fiscal Year 2007 Regional Regranting Program. The funding amounts may change from FY 2006, based upon program revisions, reviewer findings and recommendations, available funding resources, and Council determinations. Funding awarded for regranting is made on a year-to-year basis. Funding awarded for services (the services grant) is a percentage of the regranting award.

### **Council Funding may be used for...**

- \$ Salaries, wages, fees and honoraria
- \$ Supplies, materials, posters, packaging, distribution
- \$ Advertising, promotion, and other marketing expenses
- \$ Grant workshops, meetings, application adjudication, reviewer identification and orientation
- \$ Panel review meeting travel & expenses
- \$ Processing of applications, contracts, payments, and reports
- \$ Planning and technical assistance
- \$ Mailing services, postage, telephone, utilities, copying, printing, and facilities' maintenance
- \$ Rental costs
- \$ Consultations, evaluation, and documentation

### **Council Funding may not be used for...**

- ✗ Costs associated with the start-up of a new organization\*
- ✗ Costs incurred prior to October 1, 2006\*
- ✗ Fund raising activities\*
- ✗ Projects that take place outside the state, foreign travel or out-of-state travel\*
- ✗ Consultants who are members of an applicant's staff or board
- ✗ Payments to students
- ✗ Indirect costs (charges made by an organization to cover the management or handling of grant funds)\*.
- ✗ Operating costs not directly associated with the project\*
- ✗ Projects that utilize funding from State Council programs as matching funds, or matching funds that are used for more than one Council grant
- ✗ Projects for which more than one Council grant is requested
- ✗ Purchase awards, cash prizes, scholarships\*
- ✗ Contributions or donations
- ✗ Food or beverages for hospitality
- ✗ Entertainment or reception functions
- ✗ Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs\*
- ✗ Art projects that include displays of human wastes on religious symbols, displays of sex acts, and depictions of flag desecration.\*

\*-These activities may not be used to match grant.

## ***Funding - "Match"***

All Council programs require that the applicant supply a level of "matching funds" or funds available to them through other sources.

### **Matching Fund Summary for Regional Regranting Services Grants**

Regranting Program applicants must ..... match grant dollars on a 1:1 basis

Matching funds ..... may be cash and/or inkind

Other State Funds may not ..... be used as matching funds

Applicants may not ..... use the same matching funds in more than one project



# Regranted Funding (Minigrants)

## *Regranted Funding, Restrictions, and Match* \_\_\_\_\_

MCACA funding may be subgranted to Michigan nonprofit organizations through **Minigrants**. Minigrants are made by Regional Regrants for locally directed arts and cultural projects started after October 1, 2006 and completed by September 30, 2007. Regional Regranting Agencies may not apply or be funded through the Minigrant program for their own arts and cultural projects.

There are two minigrant rounds to which these organizations may apply in a fiscal year. Organizations may be funded up to two times in a fiscal year (**for different projects**).

Minigrants provide up to \$4,000 per application, on a one-to-one matching basis, for locally developed, high quality arts and cultural projects which address community needs and increase public access to the arts.

Minigrants support a broad range of artistic and cultural expression from all cultures through projects which preserve, produce, or present the traditional or contemporary arts and culture.

Minigrants must be based on a competitive evaluation process which includes proposal adjudication by volunteer ad hoc panels representing the region geographically, demographically, and composed of reviewers with appropriate expertise.

Regranted funds must be used for no other purposes than those on page 8 (“Funding Levels and Uses”). In addition, Minigrants may not be used for identical project expenses which have been funded through other Council program grants.

Regranted funds awarded through Minigrants must be matched on a dollar-for-dollar (minimum) basis by subgrantees. This match may be made by cash, inkind, or a combination of the two. Minigrants must not exceed one-half of total project costs.

Regrants are required to offer two funding rounds:

Round 1- deadline July 1 for projects beginning October 1

Round 2- deadline February 1 for projects beginning April 1

# Other Information

## ***Council Credit*** \_\_\_\_\_

Regranters must credit support by the Michigan Council for Arts and Cultural Affairs in all program publicity, media materials and contacts. Further, Regranters must ensure that their subgrantees credit Council support in all of their Minigrant publicity and media materials.

## ***Application Fee*** \_\_\_\_\_

Applicants are required to pay an application fee for each submitted application.

The check should:

- Be made out to the State of Michigan
- Be stapled to the cover page of the application form
- Be placed inside envelope #1, "Originals"

Applicants must provide a non-refundable fee of \$300 or 3% of the grant request, whichever is less.

The check must be submitted with the application, in order to be processed. Applications submitted without the application fee will not be considered for funding. This fee is subject to change by action of the Michigan Legislature. Change in this fee could happen after the submission of your grant application.

## ***Waiver Requests*** \_\_\_\_\_

Organizations which seek a waiver of any portion of the general or the specific program guidelines, must do so in writing by **May 16, 2006**. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Requests for waivers will be reviewed and acted upon by the Council's Executive and Budget Committee. This action may not be completed prior to the application deadline. Applications submitted pending action by the Executive and Budget Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.

## ***Accessibility*** \_\_\_\_\_

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations/schools agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location AND the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.

# Grantee Requirements

Grantees must confirm project / program implementation plans and, if requested, revised budget based upon the actual grant award.

Grantees must sign a contract detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, “Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments.” Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.”

OMB Circular A-133, “Audit of States, Local Governments and Nonprofit Organizations”, includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$500,000 in *yearly expenditures* of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 “Equal Opportunity Standards in State and Federal Contracts”.

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) “Labor Standards on Projects or Productions Assisted by Grants from the National

Endowment for the Arts.” In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, “Cost Principles for Nonprofit Organizations”, A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, “Debarment and Suspension,” certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico, and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

Council support must be credited and included in all publicity and in all media materials used in the activity. Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools. Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, budget itemization, program assessment and publicity materials from the activity ( i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

# **Review & Evaluation**

Applications to the Regional Regranting Services Program will be reviewed by a distance panel for FY 2007 funding. Only those organizations that were funded through the Regional Regranting Services Program in FY 2006 are eligible to apply in Fy 2007.

Panel comments will be made available to the regranting agencies after FY 2007 funding awards are announced.

# Review Criteria

## Management

**30 points**

- Is there clear evidence that the applicant organization *currently has*–
- competent human resources, including qualified management personnel with skills appropriate to effectively administer the program and an adequate number of trained employees and/or volunteer staff to effectively support the Regional Regranting Program?
- sufficient operating systems including adequate working hours, satisfactory working space and all other material resources to accommodate administration of the program?
- sound business practices for adequate record keeping, planning, reporting, monitoring, financial management/ budgeting and other procedures that are necessary in administering the program?
- a history of successful program management including the Regional Regranting program or others similar in scope?

## Constituent Services and Regional Involvement

**30 points**

- Is there clear evidence that the applicant organization *has or is prepared to have*–
- a comprehensive publicity strategy which makes the program well known throughout the regional services area and includes reasonable efforts to reach as many eligible applicants as possible in the announcement process?
- a plan for proactive cultivation of eligible applications from each county in the Region (in the case of a single-county Region, reaching different neighborhoods, communities, or other geographic units within that county)?
- a plan for proactive cultivation of eligible applications representing appropriately diverse demographic groups and artistic disciplines of the Region?
- provisions for effective grant assistance workshops and individual assistance opportunities to facilitate the development of competitive applications?
- an understanding of, compatible mission, and commitment to the relationship between the Council (MCACA), the Regional Regranting agency, and the subgrantee organizations of the Region?

# Review Criteria

## Fair and Equitable Proposal Review

**25 points**

- Is there clear evidence that the applicant organization *has or is prepared to have*—
- suitable criteria to determine, select, and rotate appropriate proposal review panel members that represent the geographic, demographic, and artistic disciplines of the Region?
- an effectively organized proposal review process including furnishing reviewers with appropriate proposal evaluation materials and instruction; conducting orientation/instruction prior to proposal evaluation; and suitable review scheduling and site selection?
- processes for appropriate funding recommendations and decisions, including evidence of suitable documentation of reviewer discussion, recommendations and decisions; reviews and scores based on materials provided in each application and based on Council (MCACA) guidelines; and evidence of a reasonable relationship between proposal scores and funding recommendations?
- evidence that regranting program managers do not participate in the review process (except as facilitator) or advocate the funding of any applicant?
- evidence that an appropriate process is used to consider the fair distribution of grant funds among the geographic areas, arts disciplines, minority and underserved populations represented in the region?

## Accountability and Reporting

**15 points**

- Is there clear evidence that the applicant organization *has or is prepared to have* sound practices for—
- communication with subgrantees, including adequately describing awardees' obligations to implement their Minigrant projects as approved by panel members; report on their projects in a complete and timely manner; and credit of the Council (MCACA)?
- contracting (including the above) and payment processes to subgrantees?
- monitoring, tracking and evaluation of funded activities?
- reporting to the Council (MCACA) in an accurate, complete and timely manner?

### NOTE:

Remember, the attachments outlined on pages 21-22 of the application instructions relate in various ways to the review criteria. Please complete the checklist (section 7) of the grant application to ensure all the attachments have been included.

# Application Form Instructions

Applications must be typed. Before preparing your application, read the guidelines. The guidelines provide important information about types of projects the Council will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.

**Note: If you are not currently a Regional Regranter, contact MCACA staff.**

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**Section 1: Cover Page** ---The cover page provides a receipt record for Council use and provides the summary of the project for Council members.

## **Project Summary**

Provide a clear and concise project summary describing how your organization carries out (or is prepared to carry out) the functions of the Council's Regional Regranter for your region. Describe what will be accomplished by this project. Include details such as project timeline, number and types of activities, etc. Use only the space provided.

## **Section 2**

### **Applicant Information**

Name, address and telephone number

Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

### **Authorized Official**

Enter the name and title of the person who is authorized to sign official papers. This person cannot be the same as the project director.

### **Board Chairperson**

Enter the name, title and address of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

## **Section 2 County Code and Section 3 Project County Code(s)**

For Section 2 --- Enter the name and 2-digit code for the county in which the applicant organization's main office is located.

For Section 3 --- Enter the two digit code(s) for the county in which the project takes place. The applicant organization's location and the project location may differ. Enter all county codes that apply.

01 Alcona	09 Bay	17 Chippewa	25 Genesee	33 Ingham
02 Alger	10 Benzie	18 Clare	26 Gladwin	34 Ionia
03 Allegan	11 Berrien	19 Clinton	27 Gogebic	35 Iosco
04 Alpena	12 Branch	20 Crawford	28 Grand Traverse	36 Iron
05 Antrim	13 Calhoun	21 Delta	29 Gratiot	37 Isabella
06 Arenac	14 Cass	22 Dickinson	30 Hillsdale	38 Jackson
07 Baraga	15 Charlevoix	23 Eaton	31 Houghton	39 Kalamazoo
08 Barry	16 Cheboygan	24 Emmet	32 Huron	40 Kalkaska

# Application Form Instructions

41 Kent	50 Macomb	59 Montcalm	68 Oscoda	77 St Clair
42 Keweenaw	51 Manistee	60 Montmorency	69 Otsego	78 St Joseph
43 Lake	52 Marquette	61 Muskegon	70 Ottawa	79 Tuscola
44 Lapeer	53 Mason	62 Newaygo	71 Presque Isle	80 Van Buren
45 Leelanau	54 Mecosta	63 Oakland	72 Roscommon	81 Washtenaw
46 Lenawee	55 Menominee	64 Oceana	73 Saginaw	82 Wayne
47 Livingston	56 Midland	65 Ogemaw	74 Sanilac	83 Wexford
48 Luce	57 Missaukee	66 Ontonagon	75 Schoolcraft	99 State wide
49 Mackinac	58 Monroe	67 Osceola	76 Shiawassee	(use for project activity only)

## Federal Identification Number

Enter the applicant organization's 9 digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

## Status Code --- *Describes Legal Status*

Enter the 2-digit code which indicates the applicant organization's legal status. If it is a nonprofit organization, add the letter which describes it.

- 02 Organization - Nonprofit no part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses.

**A. - An unincorporated association formed for nonprofit purpose:** a church committee, a group operating under an "assumed name," a new group of community volunteers, etc.

**B. - A nonprofit or not-for-profit corporation:** some community arts councils, an advocacy organization, a group formed for a specific, usually temporary purpose (community festival, a private foundation (501(c)4), etc.

**C. - A resident tax exempt (501(c)3) organization:** a private school, an arts organization, a private university, a charitable trust, a fundraising/granting organization, a public foundation, a "United Fund," a community service organization, a church, an alumni association, etc.

**D. - A tax exempt organization other than (501(c)3) or one which is a Segment of a larger tax-exempt organization:** a state chapter of a national tax-exempt organization, a local branch of a statewide service organization, a congregation of a (national) religious denomination, a (national) fraternal service organization, a labor union or "local," etc.

- 03 Organization - Profit income or assets do inure to the benefit of directors, officers, employees, or stockholders.
- 04 Government - Federal to be used when the mail recipient is a unit of federal government.
- 05 Government - State to be used when the mail recipient is a unit of state government.
- 06 Government - Regional to be used when the mail recipient is a unit of a sub-state regional government.
- 07 Government - County to be used when the mail recipient is a unit of a county government.
- 08 Government - Municipal to be used when the mail recipient is a unit of a municipal government.
- 09 Government - Tribal to be used when the mail recipients are governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.
- 99 None of the above - To designate an entry which cannot be coded.



# Application Form Instructions

**Institution Code** ----- Enter a code to identify the applicant organization.

- |   |   |
|---|---|
| <p>03 Performing group of artists who perform works of art (an orchestra, theater, dance group)</p> <p>04 Performing Group , College/University - a group of college or university students who perform works of art.</p> <p>05 Performing Group Community - a group of persons who perform works of art avocationally and which may be, but is not necessarily, professionally directed.</p> <p>06 Performing Group for Youth - a group which may, but not necessarily, include children who perform works of art for young audiences.</p> <p>07 Performance Facility - a building or space used for presenting concerts, drama, presentations, etc.</p> <p>08 Museum of Art - an organization essentially educational, or aesthetic in purpose, with professional staff, which owns or utilizes works of art, cares for and exhibits them to the public in some regular schedule.</p> <p>09 Museum /Other - an organization essentially educational or aesthetic in purpose, with professional staff, which own or utilizes tangible objects, cares for them and exhibits them to the public in some regular schedule. (e.g., non-arts organizations such as historical, agricultural, scientific, industrial and anthropological museums, zoos, aquariums and arboretums.)</p> <p>10 Gallery/Exhibition Space-an organization or space which primarily exhibits works of art from collections other than its own and may be involved in selling those works.</p> <p>11 Cinema - a motion picture theater organization which regularly shows films.</p> <p>12 Independent Press - a non-commercial publisher or printing press which issues small editions of literary and other works.</p> <p>13 Literary Magazine - a non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.</p> <p>14 Fair Festival - a seasonal program of arts events.</p> <p>15 Arts Center - a multipurpose facility for arts programming of various types.</p> | <p>16 Arts Council/Agency - an organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs and/or funding within a specific geographic area. (e.g., county, state, local.)</p> <p>17 Arts Service Organization - an organization which does not, as its central function, produce or present the arts, but which provides services that assist or promote artists and/or arts organizations (e.g., statewide assemblies, NASAA, Opera American Arts Education Alliances, etc.). Not to include presenters or producers of the arts or regional arts organization.</p> <p>18 Union/Professional Association - include artists coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.</p> <p>19 School District - a geographic unit within a state comprised of member schools within that area as defined by the state government.</p> <p>20 School Parent/Teacher Association - an organization composed of school parents who work with local school teachers and administrators.</p> <p>21 School, Elementary - also called a grammar school.</p> <p>22 School, Middle - also called a junior high school.</p> <p>23 School, Secondary - also called a senior high school.</p> <p>24 School, Vocational/Technical trade school - School for secretarial, business, computer training, etc.</p> <p>25 School, Other - such as one offering lessons and courses in karate, ballet, scuba diving, flower arranging, cooking, guitar, etc.</p> <p>26 College/University - include state-supported colleges and universities, privately-supported colleges and universities, junior colleges and community colleges.</p> <p>27 Library</p> <p>28 Historical Society/Commission - a historical "society" is an organization dedicated to the study</p> |
|---|---|

# Application Form Instructions

- and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical “commission” is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.
- 29 Humanities Council/Agency - an organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area. (e.g., county, state, local.)
  - 30 Foundation - an endowed organization which dispenses funds for designated philanthropic purposes. Includes charitable trusts and corporate foundations.
  - 31 Corporation/Business - a legal entity engaged in business or authorized to act with the same rights and liabilities as a person.
  - 32 Community Service Organization - a non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs, Elks, Clubs, the Salvation Army, Junior League, etc.
  - 33 Correctional Institution - a prison, penitentiary, reformatory, etc.
  - 34 Health Care Facility - hospital, nursing home, clinic, etc.
  - 35 Religious Organization - church, synagogue, etc.
  - 36 Seniors’ Center - a facility or organization offering programs, care or services for people 65 and over.
  - 37 Parks and Recreation - usually a municipal agency which provides a wide variety of services for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays and participatory activities. (e.g. ceramics, macrame and other crafts.)
  - 38 Government, Executive - the administrative branch of the government, federal, state, county, local or tribal. Include grants to municipalities.
  - 39 Government /Judicial - judges and courts of law.
  - 40 Government - Legislative (House) - the representative body of government (commonly the House of Representatives) creating statutes/laws. Include representatives and related other, such as legislative research personnel.
  - 41 Government - Legislative (Senate) - the other legislative body of government (commonly the Senate) creating statutes/laws. Include senators and related others, such as legislative research personnel.
  - 42 Media Periodical - a periodical publication including magazines, journals, newsletters, etc. Does not include daily or weekly newspapers.
  - 43 Media - Daily Newspaper
  - 44 Media - Weekly Newspaper
  - 45 Media - Radio
  - 46 Media - Television
  - 47 Cultural Series Organization - an organization whose primary purpose is presentation of single arts events or cultural series such as Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, or film series.
  - 48 School of the Arts - any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for artistically gifted, etc.
  - 49 Arts Camp/Institute - a organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children’s summer music camp).
  - 50 Social Service Organization - governmental or private agencies designed to provide services addressing specific social issues (e.g. public housing, drug abuse, welfare, violence, the environment, health issues, etc.).
  - 51 Child Care Provider - an organization providing child care.
  - 99 None of the above.

# Application Form Instructions

## Legislators

Identify your U.S. Representative to Congress, state senator and state representative and their districts. This information may be obtained through your local library or county clerk's office

## Section 2-- Applicant Primary Discipline Code and Section 3 --- Projects Primary Discipline Code:

For Section 2: Enter "14 - Multi-disciplinary" for this program's discipline.

For Section 3: Enter "14 - Multi-disciplinary" for this project's discipline.

### Section 2---Grantee Race Code

Enter the ONE code that best represents 50 percent or more based on code description for the applicant organization. *Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the **one** code that best represents 50 percent or more of their staff or board or membership.*

- A ----- 50% or more Asian
- B ----- 50% or more Black / African American
- H ----- 50% or more Hispanic / Latino
- N ----- 50% or more American Indian / Alaska Native
- P ----- 50% or more Native Hawaiian / Pacific Islander
- W ----- 50% or more White
- 99 ----- no single group listed above represents 50 percent or more.

### Section 3--- Project Race/Ethnicity Code

Enter the ONE code that best reflect the project activities: *If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, chose that group's code from the list. If the activity is not designated to represent or reach any one particular group, choose code "99"*

## Section 3 --Project Information

### Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address and phone number(s). This person cannot be the same as the authorizing official.

### Activity/Project Title

Enter "Regional Regranting" and your Region number

### Start date/end date

Enter the dates of your project. These dates must be within the grant period of October 1, 2006 through September 30, 2007.

**Type of Activity Code:** Enter "14" (Professional Support - Administrative)

**Arts Education Code:** Enter "99" (None of this project involves art education).

**Project Descriptors:** Enter "Z"

# Application Form Instructions

## **Section 4 --- Summary Information**

The information provided in Sections 4a and 4b will be reported to the public, in compliance with the Michigan Council for Arts and Cultural Affairs' research and communication plans. The information should represent your projections and estimates for the entire grant period. Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

### **Section 4a----Budget Summary**

Complete Section 5, Projected Budget before completing the budget summary.

### **Section 4b----Project Participation Summary**

#### **Michigan Artists Participating**

Enter the number of Michigan artists served by the Regional Regranting Services program.

#### **Amount Paid to Michigan Artists**

Enter "0" (the amount paid to Michigan artists through the Regional Regranting **Services grant** program).

#### **Artists Participating**

Enter the total number of artists involved in this project, the Regional Regranting Services program.

#### **Amount Paid to Artists**

Enter "0" (the amount paid to artists through the Regional Regranting **Services grant** program).

#### **Individual Benefitting**

Count direct project participants, ie, the estimated total number of individuals participating in the Regional Regranting Services program during the grant period, including workshop attendees, applicants and prospective applicants who called for technical assistance, and others who may be involved in this program. Do not inflate figures. Do not use the total number of individuals served by all programs of the organization receiving the grant award.

Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

#### **Youth Benefitting**

Enter the number of Youth who will directly benefit from this program.

#### **New Hires and Employees**

Enter the number of individuals anticipated will be hired and employed by the applicant organization, during the grant period, to implement the Regional Regranting Services program.

### **Section 4c ----ADA Information**

Please circle the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

# Application Form Instructions

## Section 5--- Projected Budget

Complete the budget paying attention to the instructions on the application form as well as the budget definitions. **Note: this must be the budget for the Regional Regranting Services program that you are describing in your application, for which you are requesting funding.**

**NOTE:** A detailed itemization must be provided as **Attachment #2**. The budget itemization must follow the same format as the sample itemization in this booklet (pages 27-28) and include all sub-totals and totals.

### Revenue

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization. Copy in-kind expenses total from line 33 to line 18.

### Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. Generally, Council funds cannot be used for capital expenses, therefore, revenue to cover these expense items should be clearly identified and completely explained in the revenue breakdown portion of your budget itemization. **On the Cash Expenses side of the budget form please include the amount of the cash expenses that are to be MCACA monies, in the column headed "MCACA dollars".**

Add line 4 and line 13. Enter the total of these two lines on line 20, cash match.

After completing the project budget, Section 5, transfer information to Budget summary (section 4a).

## Section 6---Assurances

Please review carefully. Provide the signature of the authorized official, or board designee; include the meeting and signing dates.

## Section 7 --- Attachments

### Section 7 / Attachments/Checklist

The Attachments/Checklist must be submitted with your application.

## ATTACHMENT INSTRUCTIONS

### Attachment #1, Proposal Narrative

The Regional Regranting program involves all aspects of servicing/administering MCACA's Minigrant program in each of the state's respective regions. The FY 07 application's project narrative gives the applicant agency the opportunity to present changes and updates to their administration of the Program since those described in the FY 05 Final Report. Those changes could include items and issues in the four criteria listed on pages 13-14

Applicants may submit *as many as* three pages, in addition to Section One of the Application Cover Page, addressing those changes and updates to the narrative section of your FY05 Final Report. The narrative must be typed single-spaced on 8 1/2 x 11" sheets of white paper, one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum of 1" margin on each edge of the page. Label as Attachment #1 - Proposal Narrative. Collate and number each page in the upper right corner. Be sure to include the name of the organization and narrative question on each page.

**The four criteria, and corresponding point values are listed on pages 13-14.**

# Application Instructions --- Attachments

## **Attachment #2, Budget Itemization**

Each revenue and expense budget figure from Section 5, projected budget for this project, must be itemized. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization must be accurate and balance with the Projected Budget in Section 5.

**MCACA dollars: Please note that in your itemization we are requiring exact line items showing where MCACA funds will be spent as part of your cash expenses.**

## **Attachment #3, Proof of Tax Exempt Status**

Provide proof of tax exempt status. A 501(c) (3) and other tax exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: proof of Michigan non-profit incorporation, articles of incorporation, by-laws, proof of sales tax exemption. Agencies of government and public schools, school districts, intermediate school districts, colleges and universities are exempt from this requirement.

## **Attachment #4, FY05 Regional Regranting Final Report**

Provide a copy of your Final Report for fiscal year 2005. Label as Attachment #4.

## **Attachment #5, Project Self-Assessment Form**

Complete the Project Assessment form located in the back of the guidelines, immediately after the application form. Be sure to complete all sections thoroughly. **If funded, organizations will be asked to use this document to evaluate the project's overall success/impact as part of the final reporting requirements.** Selected funded projects may also be required to hire an outside evaluator as part of this assessment process.

## **Attachment #6, List of Governing Board Members**

Provide a current roster of your governing board, including names, addresses, telephone numbers, professions or areas of expertise.

## **Attachment #7, Project Director's Resume or Bio**

Provide a current resume or bio of the person who will administer/direct the project described in the application.

## **Attachment #8, Letters of Support**

Provide no fewer than three letters of support. Letters of support should be current, reinforce the worth of project activities and come from the community/constituents served. Provide letters of support from key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to the project. Letters of support from elected officials do not necessarily indicate general community support.

## **Attachment #9, Organizational History**

In not more than one page, please provide a brief description of the applicant organization, including history and activities. Be sure to include the organization's mission statement.

## **Attachment #10, Documentation**

Provide documentation as specified in the program guidelines. Provide a concise but representative sample of materials (promotional materials, workshop flyers, newsletters, press releases, etc.) to acquaint panelists with your organization and how it functions (or is prepared to function) as a Regional Regrantor for the Council.

Each item should be labeled and numbered in the right, top corner. Materials may not exceed the following:

1. Three (3) copies of not more than five (5), one-page items (press release, critical review, etc.)
  2. Three (3) copies of not more than one (1), multi-page item (newsletter, pamphlet, annual report, etc.)
- No "over-sized" (larger than 9"x12") items may be submitted.

# PLEASE REMEMBER

Take the time to develop a strong proposal. As necessary, seek MCACA staff assistance prior to the application deadline. Remember, good planning makes successful projects.

The application narrative should be easily understood by readers who may not be familiar with your organization. Remember, not everyone knows your past accomplishments, your target audience and participants, or your service area. Also, clearly explain the roles, duties, responsibilities and contributions of all project partners and collaborators.

Clearly explain the public benefit of your project.

Your documentation should support your application. Remember to use current letters of support and samples of work. Remember, if you have a website to include appropriate references, especially in regards to samples of work, annual reports, strategic plans etc., as they relate to your application.

You should consider your budget another opportunity to state your case for funding. Use your budget to support your project narrative. Make sure that the numbers in the budget match the numbers in your narrative.

Provide detailed explanations for all budget items, cash and in-kind. Double check the accuracy of all mathematical calculations.

Remember, prior MCACA funding does not ensure continued support.

Check for typos.

Before mailing, make certain your application package is complete. You **will not** be notified of application deficiencies. No additional information may be submitted after the June 1st deadline.

# Application Instructions

## Mailing Instructions

Mailed applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before **June 1, 2006**.

Hand delivered applications must be dated and documented as received by Council staff on or before **June 1, 2006**.

Late or significantly incomplete applications will not be accepted.

Metered mail will not be accepted as proof of meeting deadlines. Faxed applications are unacceptable.

Applications must be typed or word processed.

The original and three copies (total of four) of completed Council forms and required attachments must be collated and placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist (see Section 7, Attachment Checklist, "Packaging").

If you submit documentation, please submit three copies in separate envelopes, labeled with the organization's name and identified according to the checklist.

The seven envelopes (four applications with attachments, and three documentation envelopes) are to be submitted in a single package.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Check individual program information for any special instructions.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file.

Applications should be sent to the following address:

**Grant Application**  
**Attn.: REGIONAL REGRANTING**  
**Michigan Council for Arts and Cultural Affairs**  
**P.O. Box 30706**  
**Lansing, MI 48909-8206**



# Budget Definitions

**Activity**

Refers to the specific project or range of operations proposed for MCACA funding.

**Admissions**

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

**Applicant Cash**

Funds from the applicant's resources allocated this project.

**Capital Expenditures-Acquisitions**

Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

**Capital Expenditures - Other**

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the activity.

**Corporate Support**

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

**Employee-Administrative**

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and supportive personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

**Employees-Artistic**

Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

**Employees-Technical/Production**

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

**Federal Support**

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

**Foundation Support**

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

**Government Support**

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

# Budget Definitions

## **Grant Request**

Amount requested in support of this activity.

## **In-Kind**

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

## **Marketing**

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see “Other Expenses.”

## **Non-employee artistic fees and Services**

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

**Non-employee, other fees and services** - Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

## **Other Expenses**

All expenses not entered in other categories and specifically identified with the activity. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under “Travel.”

## **Other Private Support**

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.

## **Other Unearned**

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

## **Space Rental**

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

## **State/Regional Support**

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants or appropriations allocated to the activity. *Some examples of other state funding include: Minigrants, Touring Arts, MSHDA, DNR, MDOT etc.*

## **Travel**

All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see “Other Expenses.”

# Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization. Indicate if amounts listed are pending or confirmed by placing a “p” or “c”, next to the dollar amount.

## ATTACHMENT #2, Page 1 “Your” Arts Organization Inc.

### REVENUE

(p = projected) (c = confirmed)

#### Line 1 Admissions

Ticket sales		
4 performances x 750 x \$5 per ticket	\$15,000 p	<b><u>\$15,000</u></b>

#### Line 2 Contracted services

7 school workshops - 7 x \$150 ea	\$1,050 c	
2 school performances - 2 x \$350 ea	<u>\$700 c</u>	
	\$1,750 c	<b><u>\$1,750</u></b>

#### Line 3 Other / Memberships

400 x \$15 per membership	\$6,000	
80 x \$25 per membership	<u>\$2,000</u>	
	\$8,000 c	<b><u>\$8,000</u></b>

#### Line 5 Corporate Support

The Alexander Corporation	\$2,000 p	
15 businesses @ \$250	\$3,750 p	
4 businesses @ \$1,000	<u>\$4,000 p</u>	
	\$9,750 p	<b><u>\$9,750</u></b>

#### Line 7 Other Private Support

Millionaire Raffle	\$7,000 p	
Charities of Our Town	<u>\$3,000 p</u>	
	\$10,000 p	<b><u>\$10,000</u></b>

#### Line 16 Council request

	\$11,000	<b><u>\$11,000</u></b>
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#### Line 17 Total Cash Revenue

	\$55,500	<b><u>\$55,000</u></b>	<b><u>*\$55,500</u></b>
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(\*Note: This amount should equal the amount on line 32 of the budget form.)

### EXPENSES - IN-KIND

#### Line 21 Administrative Employees:

Executive Director - 5% of salary	\$1,250	<b><u>\$1,250</u></b>
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#### Line 25 Other fees/services (non-employee)

7 school teachers - 7% of salary		
7 x \$2,450 =	\$17,150	<b><u>\$17,150</u></b>

#### Line 26 Space Rental

Allante Elementary Auditorium		
2 performances - 2 x \$800 =	\$1,600	<b><u>\$1,600</u></b>

#### Line 33 Total In-Kind Expenses

	\$20,000	<b><u>\$20,000</u></b>	<b><u>*\$20,000</u></b>
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(\*Note: This amount should equal the amount on line 18 of the budget form.)

# Sample Itemization

## ATTACHMENT #2, Page 2 "Your" Arts Organization

<b>EXPENSES - CASH</b>	<b><u>MCACA</u></b>	<b><u>Cash Expenses</u></b>	<b><u>TOTALS</u></b>
<b>Line 21 Administrative Employees</b>			
Executive Director - 20% of salary	\$1,500	\$5,000	<b><u>\$ 5,000</u></b>
<b>Line 22 Artistic Employees</b>			
Grover Dance Company (5 dancers)			
4 performances -4 x \$5,550	\$,5000	\$22,200	
2 performances -2 x \$1,300	<u>\$1,300</u>	<u>\$2,600</u>	
		\$24,800	<b><u>\$24,800</u></b>
<b>Line 24 Artistic Fees / Services</b>			
Robert Perry (dancer)			
2 three-hour workshops - 2 x \$200	400	\$400	
John Dubin (dancer)			
1 lecture/demonstration - 1 x \$200	200	\$200	
Darla Heller (dancer)			
2 in-service 2 x \$200	\$400	\$400	
Carrey Cooper String Quartet (4 musicians)			
2 performances - 2 x \$800	\$500	\$1,600	
The Mozart Symphony			
4 performances - 2 x \$2,500	<u>\$1,700</u>	<u>\$10,000</u>	
		\$12,600	<b><u>\$12,600</u></b>
<b>Line 26 Space rental</b>			
Hicks theater			
4 performance - 4 x \$1,050		\$4,200	<b><u>\$ 4,200</u></b>
<b>Line 28 Marketing</b>			
Newspaper Ads			
4 x \$180		\$720	
5 x \$200		\$1,000	
2 x \$780		\$1,560	
Posters			
50 x \$13		<u>\$ 650</u>	
		\$3,930	<b><u>\$3,930</u></b>
<b>Line 29 Other Expenses</b>			
Ticket Agent		\$500	
School materials			
Dance Dream booklets - 245 x \$3		\$735	
Teacher guide booklets - 7 x \$5		\$35	
Royalties		\$2,450	
Millionaire raffle		\$1,000	
Corporate fundraising solicitation		<u>\$250</u>	
		\$4,970	<b><u>\$4,970</u></b>
<b>Line 32 Total Cash Expenses</b>		<b><u>\$55,500</u></b>	<b><u>*\$55,500</u></b>

(\*Note: This number should equal the amount reported on line 17 of the budget form.)

**\*\*NOTE:** The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/ expenses etc.